

# Louisiana Purchasing News

March 2000  
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DOA-Office of State Purchasing  
Post Office Box 94095  
Baton Rouge, LA 70804-9095  
Tel: (225) 342-8010

## Director's Message

By Denise Lea

### *Internet Catalog Contracts ... Moving into the 21st Century*

In December 1999, the Office of State Purchasing activated the first (of hopefully many) Internet PC Catalog Contracts (Dell Contract No. 403834 and Compaq Contract No. 404160). Our Internet Catalog Purchasing Program allows a process for qualified Louisiana governmental entities to procure catalog contract products and/or services in an efficient and cost-effective manner for both the State and its Suppliers.

Prior to using these Internet Catalog Contracts, an agency must first consider this program's "unique" purchasing process. Once you have determined that your agency's internal approval policy and routing can be satisfied and you wish to participate, you may contact Belinda Miller by e-mail to [bmiller@doa.state.la.us](mailto:bmiller@doa.state.la.us) (phone 225/342-8028, fax 225/342-8688).

To facilitate this procurement process, Suppliers for approved commodities are required to maintain a web presence for their catalog contract on the Internet, with a universal resource locator (URL) linked from State Purchasing's website. Suppliers are responsible for training qualified agencies to use their Louisiana Internet catalog contract. It is also the prime contractor's responsibility to train



any authorized distributors concerning this process.

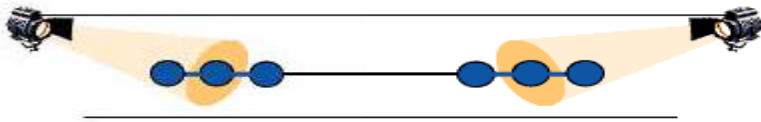
For those qualified user agencies who do not have Internet access, the Suppliers offer a toll-free telephone number(s) to provide product information, PC/system configuration assistance, detailed quotes, etc. A confirming detailed quote is faxed to the user agency.

**NOTE: Until further notice, placing on-line orders via the Internet is not part of the program. All ISIS Agencies must enter their orders into AGPS. The orders may then be faxed to the vendor(s). Phase Two of this project will include implementation of on-line order placement.**

All of this information and more is available on our website at [www.state.la.us/osp/osp.htm](http://www.state.la.us/osp/osp.htm). Access the "Approved Catalog Contracts" to review the documents pertinent to this program. There you will find "Website Internet Catalog Purchasing Information", "Appendix A Required Information", "Appendix B Guidelines for Obtaining Electronic Quote & Order Placement", "CRO Flowchart", and "REL Flowchart", all of which can be printed for reference.

As this program develops, the most up-to-date information will be posted on our website. For assistance in utilizing our website for this and other information, please contact our agency webmaster by e-mail to

ceidson@doa.state.la.us (phone 225/342-8063, fax 225/342-8688). ◀



## OSP Spotlight

### Fiscal Year 2000 Requisition Deadlines



We are fast approaching the last quarter of Fiscal Year 2000. As purchasing professionals, we know to expect peak workloads – not only do we experience last minute procurement

activity, but we are also responsible for ensuring that our Fiscal Year 2001 annual agreements are in place and effective July 1st to avoid any lapse in necessary operating supplies and services.

State Purchasing released Memorandum OSP00-05 on January 11th outlining our Fiscal Year 2000 deadlines. We have also changed our policy concerning the release of new fiscal year purchase orders. The excerpt below addresses this important change.

#### Policy Change - Release of Fiscal Year 2001 Purchase Orders

The Office of State Purchasing will change its policy concerning the release of new fiscal year purchase orders. As you are aware, in prior years we held orders unless we had written authorization from the agency to release orders prior to budget completion. Beginning this year, the agency shall be responsible for advising this office if a FY01 order is to be held pending budget approval by noting each requisition accordingly (RNTE for ISIS agencies). Unless otherwise instructed, all orders generated by this office will be released upon issuance. This policy change will also apply to any FY01 printing contract requisition.

**FY 2000 Requisition Deadlines . . .** Our deadline for the submittal of current fiscal year 2000 requisitions will be **March 31, 2000**.

Requisitions submitted after the March 31 deadline will be considered on an "exception" basis with supporting justification from the department undersecretary or his designee. If late requisitions are accepted and processed by this office, it is with the understanding that the agency will take the necessary measures to carry over FY00 funds or to provide FY01 funds in the event a June 30 delivery requirement is unrealistic and/or precludes competition. Similarly, the mere need to expend funds is an insufficient justification for a short bid – requests for short bids must be accompanied by the department undersecretary's justification.

Requirements for capital equipment are typically subject to a lengthy procurement process, i.e. pre-bid conferences, agency reviews, long delivery lead times, etc., and should be submitted immediately.

**Vehicle contract orders** are also due by **March 15** to ensure factory delivery prior to June 30.

**Fiscal Year 2001 Requisitions** may be entered into AGPS **beginning January 3, 2000**.

For your convenience, all OSP memoranda may now be accessed on our website, **[www.state.la.us/osp/osp.htm](http://www.state.la.us/osp/osp.htm)**, under the Agency Center. ◀

## Services Contracts

Due to the anticipated heavy volume of agency FY 2001 requisitions for service contracts, please send your requisitions to the Office of State Purchasing as soon as possible. Please note:

- if your requisition(s) is a renewal, insert last year's purchase order or file number; or
- if you do not wish to renew, please so indicate.

Following these guidelines will move the process and prevent confusion, especially as we approach June.

-Linda Swaggerty, State Purchasing Officer  
lswagge@doa.state.la.us [e-mail]  
(225) 342-9752 [phone] ◀

## Dietetic Food Contract Survey

With today's focus on eating healthy, your dieticians are challenged with preparing healthier meals for your agency's residents. Please survey your dietician's interest in a dietetic food contract for canned fruits, canned vegetables, salad dressings, etc. Please forward your desired items, packing and estimated annual quantities to Debbie Gautreau for a contract feasibility study.

We are always looking to improve and expand our existing food contracts, and your input is valuable.

If you have any suggestions or would like food items added, please contact Debbie. Current food contracts can be accessed on our website by the following categories and T-Numbers:

- Canned Goods (T-Number 91777)
- Frozen Vegetables, Fruits, and Juices (T-Number 91955)
- Grains, Cereals, Beans, Pasta, Sugar & Oils (T-Number 91802)
- Baby and Pureed Foods (T-Number 91570)
- Fresh Bakery: Bread, Buns, Cakes, Donuts (T-Number 91856)
- Beverages (T-Number 91829);
- Misc. Groceries: Baking, Desserts, Etc. (T-Number 91778)
- Misc. Groceries: Condiments and Spices (T-Number 92024)
- Ready-to-Eat Cereals, Toaster Pastries, and Granola Bars (T-Number 90427)

Contact Debbie by e-mail to [dgaudre@doa.state.la.us](mailto:dgaudre@doa.state.la.us), or phone (225) 342-8024 (fax 225/342-8688), or U. S. Mail to DOA-Office of State Purchasing, Attn: Debbie Gautreau, Post Office Box 94095, Baton Rouge, LA 70804-9095. ◀

## 2000 Food Outlook

Food price increases for the year 2000 are projected to range between 2.5% to 4%.

Several factors determine food market pricing, such as changes in the farm value of foods, changes in the cost of processing and distribution, and changes in consumer demand.

- Contract Administrator:  
Betty Chustz, State Purchasing Officer  
[bchustz@doa.state.la.us](mailto:bchustz@doa.state.la.us) [e-mail]  
(225) 342-8023 [phone] ◀

## Fuel Bid Application



Currently you may receive OPIS fuel pricing by fax on Monday mornings for the week, or obtain these prices from the DOA AM63 Program on an "as-needed" basis.

As of February 14, 2000, we began using a new application for fuel pricing. This application makes fuel pricing accessible through the Internet.

Except for those agencies and vendors identified through our recent survey, we do not plan to continue faxing fuel pricing. The DOA AM63 Program will also be displaced by this new application.

You may access the new system now to view or generate any report simply by going to [www.state.la.us/osp/fuelbid/fuel.htm](http://www.state.la.us/osp/fuelbid/fuel.htm).

We hope you find this new system user friendly. However, if you have any questions, you may contact Dottie Young at e-mail [dyoung@doa.state.la.us](mailto:dyoung@doa.state.la.us) or telephone (225) 342-6634. ◀

## Louisiana's State Use Program A No-Hassle Solution to Some of Your Tough Problems A "Win-Win-Win" Success Story

Please take a few minutes to be reminded of a great opportunity you may have been missing. It's all about Louisiana's State Use Program and Louisiana's people with severe disabilities.

The Program is patterned from successful similar programs on a national and state level. More than 25 states have such a program. The national program under the direction of the President's Special Committee sets the basic standards.

Why are these programs successful? It's because, like Louisiana, the programs match the needs of government in the purchasing of goods and services provided by persons severely disabled in Community Rehabilitation Programs.

The legal basis for Louisiana's program is contained in Acts 109, 1984, Act 291 of 1986 and Act 527, 1992.

This program is applicable to all State and local governments, educational institutions and other political subdivisions of Louisiana.

Although the goal of the State Use Program is to employ Louisiana's severely disabled in transitional jobs which would give to them marketable skills, eventually allowing many of them to be employed in the private sector, the program benefits the State of Louisiana in the following ways:

- Jobs are created for those who would not otherwise be employed.
- The Program's workers are loyal and consistent high performers for the jobs they undertake.
- The Program's only motive is to provide you, the customer, a solution that meets or exceeds your specifications at a fair price to both parties without the cost of the bid process – doing that provides jobs to people with severe disabilities.

The State Use Program today has over \$5 million in work projects with a very high score in consumer approval, employing over 1,100 persons with severe disabilities at no cost to the State to establish or operate the Program. The potential for the program is a factor of at least 5 times what it is today in terms of dollars and workers.

The unemployment rate for people with disabilities is nearly 70%; most if not all of them need and would like to have a job.

Many of today's work projects in this Program cover services such as janitorial and lawn care. One of the largest projects is to provide overall grounds maintenance to the Harvey Expressway at Harvey, LA. Many more services and products are available including but not limited to: 1) custom wood products such as computer workstations, teacher's multi-media desks, library tables and just about any other wood item (if you can draw it, we can build it) you may use in the office or classroom. 2) mail preparation, 3) laundry service, 4) wiping rags, 5) paper shredding, 6) writing pens, 7) index cards, 8) remanufactured laser printer cartridges, 9) custom draperies and privacy curtains for hospitals, etc. and many more.

The Program is not in conflict with Prison Enterprises or the Blind Business Enterprise Program.

In summary, this proven Program provides to Louisiana guaranteed quality products and services at a fair price through a simplified (pre-bid) procedure causing Louisiana's persons with severe disabilities to become self-sufficient by bringing them jobs and self-esteem.

The State Use Program cannot and will not continue to be successful unless you, the buyer of services and products, take positive action to bring new work projects to the State Use Program. And that's easy to do! Just call, fax or write (get on the mailing list for our catalog):

EDS  
Post Office Box 15447  
Baton Rouge, LA 70895-5447

Telephone: 800/927-1610, FAX: 225/927-1616  
Website: [www.edsla.com](http://www.edsla.com)

Help bring that LOUISIANA PRIDE to those especially capable citizens and a no hassle solution to some of your tough problems!!! This is indeed a win-win-win Program where customers, persons with severe disabilities and Louisiana taxpayers all benefit. It starts with you!!!

Thank you.

-Ted Bordelon  
EDS Executive Director

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## OSP Personnel

**Craig Dupuy has moved** from the building materials and hardware desk in Team 4 to the janitorial, water treatment, and boiler and tower water chemicals desk in Team 3. Craig's new phone number is (225) 342-8047 (e-mail: [cdupuy@doa.state.la.us](mailto:cdupuy@doa.state.la.us)).

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# Contract Update

## Recycled Products

***"Buy Recycled!"***



Governor Foster promotes the use of recycled products whenever practicable.

To assist your agency's "Buy Recycled" initiative, State Purchasing contracts offer various recycled goods such as office paper, business cards, toilet tissue, paper towels, office supplies, etc.

Visitors to our website, [www.state.la.us/osp/osp.htm](http://www.state.la.us/osp/osp.htm), can now find a convenient catalog of recycled goods available on state contract. This catalog is listed on the Featured Contracts page, under Statewide Contracts.

Although these contracts may include non-recycled items, only the recycled items are shown in the catalog. The catalog information will be updated as necessary.

To suggest additional recycled items for contract consideration, or to request information about these contracts, please contact the responsible purchasing officer. ◀

## 9MM Weapon Information T- No. 92136

Due to manufacturer problems, the E28-9-KG and the E-28-9-KSSG 9MM weapons will have a 90 – 120 day delivery period. All orders for the above mentioned weapons with K-KOTE will take an additional 2-4 weeks to complete delivery. If you need this type weapon, you may want to contact G.T. Distributors, holder of Contract No. 403828 before placing the order to verify a delivery date.

- Tammy Toups, CPPB, State Purchasing Officer  
ttoups@doa.state.la.us [e-mail]  
(225) 342-8035 [phone] ◀

## Moving Ahead with "La Carte" Louisiana's Procurement Card Program

A contract has been signed with Bank of America for the Procurement Card Program in Louisiana.

Our goal is to design a user friendly, flexible and simplified system that will meet the needs of all government entities in the State when making small purchases.

***Watch for additional information to be issued soon!◀***

## Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP)



Effective April 1, 2000, this office will be converting to the MMCAP Contract for pharmaceutical purchases for all agencies except the LSU system.

The MMCAP Contract will be replacing our current contract with Amerinet through Morris and Dickson. The MMCAP Contract is for pharmaceuticals only. Other contracts through Amerinet, such as Lab, Med-Surg and X-Ray, have been extended through June 30, 2001.

-Tammy Toups, CPPB, State Purchasing Officer  
ttoups@doa.state.la.us [e-mail]  
(225) 342-8035 [phone] ◀

## Drug Testing Services Contract No. 403758, T-No. 92157



The Drug Testing Services Contract with Security Concepts International, Inc. (SECON) has been renewed through January 18, 2001.

On-site drug screening may be provided by SECON if an agency has fifteen (15) or more persons to be tested at one time. The on-site testing would be conducted at no additional charge to the agency. However, agencies must contact SECON to schedule any on-site testing.

- Sharilyn Livingston, CPPB  
State Purchasing Supervisor  
sliving@doa.state.la.us [e-mail]  
(225)342-8027 [phone] ◀

## Spent Lamps & Ballasts Recycling



Spent lamps (fluorescent, U-tubes, HID, etc.), containing certain levels of mercury, are considered hazardous waste by the EPA and must be disposed of at a hazardous waste site; **unless** they are recycled by a company permitted by the proper state and federal regulatory agencies.

Additionally, spent ballasts containing PCBs are carcinogenic and cannot be disposed of in a landfill. Ballasts manufactured since 1979 should not contain PCBs and are labeled "No PCBs" on the ballast label.

Lamps currently on state contract may contain levels of mercury, which require recycling or disposal as hazardous waste. Please ensure your agency is complying with DEQ regulations and paperwork requirements concerning disposal and/or recycling of lamps and ballasts.

To eliminate the costs and burdens associated with hazardous waste disposal, State Purchasing is soliciting bids for a statewide contract for the pickup and recycling of spent lamps and ballasts. Bids are scheduled to open in March. If a successful contract ensues, it will be featured on our website with complete information for use by your maintenance departments (T-No. 92184).

**Contract Improvement . . .** State Purchasing will be adding "environmentally responsible" low-mercury fluorescent lamps to the Statewide Lamp Contract, T-No. 90340, in the upcoming bid. These lamps must pass the U.S. EPA's test for non-hazardous waste, which will permit regular disposal without the added costs associated with recycling or hazardous waste disposal.

- Contract Administrator:  
Craig Dupuy, State Purchasing Officer  
cdupuy@doa.state.la.us [e-mail]  
(225) 342-8047 [phone] ▲

## Office Supply Catalog Contract ~ Extended with Price Reductions ~ Contract No. 403715, T-No. 91265

The Corporate Express Catalog Contract No. 403715 (T-No. 91265) has been extended for an additional 6 months. The new expiration date is July 31, 2000. This will allow time for the preparation, bid and award of a new office supply catalog contract.

Until that time, Corporate Express has offered **price reductions** on approximately 200 high volume, general office supply items such as: Scotch tape, ring binders, binder clips, file folders, post-it-notes, etc. Your agency can realize \$ savings by ordering the brands and items recently reduced. For your convenience, a list of these contract lines, entitled "Office Supply Price Reductions," can be accessed at our website under Featured Contracts. If you do not have Internet access, a hard copy will be mailed to you upon request.

Approximately 225 non-office supply items have been excluded from the contract, including some calculators, trash receptacles, tool kits, ladders, flags, batteries and many others. These contract lines have been cancelled in AGPS (KLI2s with 2 ordering status).

Also, items designated in the catalog as "Ready to Assemble" will no longer be assembled free of charge. A contract line number will soon be added to the contract for a flat assembly charge of \$20. Please be aware of any items that will be affected by this change. Agencies desiring assembly prior to delivery must denote their release orders accordingly and include the contract line for vendor assembly.

### "Lagniappe" . . .

Cindy Soesbee has accepted a promotion within Corporate Express and is no longer the State's Account Manager. Her replacement is Kathie Bryant, who has pledged her commitment to work with state agencies to provide quality service. We wish Cindy the best of luck and welcome Kathie aboard!

If this contract will not satisfy your office supply needs, then you must follow established purchasing procedures to obtain products. Permission to bypass this contract is not required.

If you have questions concerning Contract No. 403715, contact Tammy Grant, CPPB, State Purchasing Officer, by e-mail to tgrant@doa.state.la.us, telephone (225) 342-8018, or contact **Kathie Bryant by e-mail to kathie.bryant@cexp.com, telephone 800/383-0230 or (225) 274-3115.** ▲

## Medium & Heavy Duty Trucks 2000 Model Year Contracts T-No. 92207

The 2000 Model Year Contracts for Medium and Heavy Duty Trucks are active and listed on our website. The contract numbers and vendors are:

<u>Contract</u>	<u>Vendor</u>	<u>Telephone</u>
404168	Capitol Buick GMC	(225) 293-3500
404169	Southland International	(504) 733-7711
404170	Timmons International	(225) 923-3450

## Tractor & Implement Contracts T-No. 92035

The Tractor and Implement Contracts have been awarded and are listed on our website. The contract numbers and vendors are:

<u>Contract</u>	<u>Vendor</u>	<u>Telephone</u>
404213	Pittsburg Tractor, Inc.	(800) 342-6568
404214	John Deere Co. (Agri)	(913) 310-8374
404215	John Deere Comm. Worksite	(423) 458-8414
404216	General Equipment, Inc.	(225)293-3683
404217	Emery Equip. Sales & Rentals	(225) 753-0541
404218	Crawler Supply Co.	(225) 357-7515
404219	Poston Equip. Sales, Inc.	(225)644-5191
404220	Alamo Sales Corp.	(210) 372-9529
404221	G L Turner Company	(501) 945-7550

## FTA Certified Vans & Buses T-No. 92122

The contracts for Modified Vans and Buses with FTA Certification are:

**Contract No. 404225** – Southeastern Bus Co., L.L.P.  
**Contract No. 404229** – Southland Dodge Chrysler Plymouth, Inc.

These contracts are effective through June 30, 2000. Dealers must deliver all orders placed up to close of business on March 31, 2000. Orders placed after March 31, 2000 will be on an "exception" basis, and the dealer will be responsible for delivery upon confirmation of factory acceptance.

If you need assistance or have suggestions for improving the above contracts, contact Irv Wooters by e-mail to [iwooter@doa.state.la.us](mailto:iwooter@doa.state.la.us) (telephone 225/342-1302). ◀

## Vehicle Contract Cutoff Dates 2000 Model Year Contracts T-No. 90865

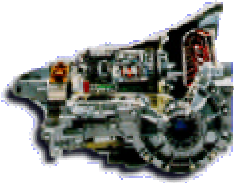


The Office of State Purchasing has been informed of the following cutoff dates for vehicles on the Model Year 2000 Vehicle Contract:

<u>Contract</u>	<u>Line #</u>	<u>Description</u>	<u>Cutoff Date</u>
404152	00005	Dodge Intrepid	April 26, 2000
404153	00014	Ford Police Veh.	March 9, 2000
404152	00020	Jeep Cherokee	March 15, 2000
404152	00022	Jeep Cherokee	March 15, 2000
404154	00022	Dodge Durango	April 26, 2000
404155	00024	Dodge Durango	April 26, 2000
404154	00026	Dodge Ram 3500	April 12, 2000
404152	00028	Dodge Ram 3500	April 12, 2000
404154	00034	Dodge Ram 1500	April 12, 2000
404154	00036	Dodge Ram 1500	April 12, 2000
404154	00042	Dodge Ram 1500	April 12, 2000
404154	00044	Dodge Ram 1500	April 12, 2000
404154	00046	Dodge Ram 2500	April 12, 2000
404154	00048	Dodge Ram 2500	April 12, 2000
404154	00050	Dodge Ram 2500	April 12, 2000
404154	00052	Dodge Ram 2500	April 12, 2000
404154	00054	Dodge Ram 3500	April 12, 2000
404154	00056	Dodge Ram 3500	April 12, 2000
404154	00058	Dodge Ram 3500	April 12, 2000
404154	00060	Dodge Ram 3500	April 12, 2000
404152	00072	Dodge Ram Van	April 26, 2000
404152	00073	Dodge Ram Van	April 26, 2000
404152	00079	Dodge Caravan	April 18, 2000
404152	00080	Dodge Caravan	April 18, 2000
404152	00082	Dodge Caravan	April 18, 2000

- Contract Administrator:  
 Jim Murphy, CPPB, State Purchasing Officer  
 Bobby Mashon, Office Coordinator  
[bmashon@doa.state.la.us](mailto:bmashon@doa.state.la.us) [e-mail]  
 (225) 342-8014 [phone] ◀

## Transmission Contract New Orleans Area Contract No. 404176, T-No. 90972



There is now a transmission repair and exchange contract in place for automobiles and pickup trucks in the New Orleans area. Contract No. 404176 was awarded to Hi Tech

Transmissions of Metairie in November.

The contract offers flat rates for services ranging from diagnostic/inspection and maintenance to a complete exchange transmission. State agencies, quasi agencies and political subdivisions in the State Police Troop B area will be able to get a firm price before deciding on whether to have the transmission repaired. There are lines in the contract for front-wheel drive, rear-wheel drive, and four-wheel drive cars and trucks.

State agencies in Jefferson Parish, the "home parish" of Troop B, are required to use this contract. State agencies in the parishes of St. John the Baptist, St. Charles, Orleans, Plaquemine, and St. Bernard have the option to use this contract and receive contract prices.

Hi Tech Transmissions is located at 5236 Veterans Boulevard in Metairie and you may call them at (504) 888-4448.

- Contract Administrator:  
Rick Soileau, State Purchasing Officer  
rsoilea@doa.state.la.us [e-mail]  
(225) 342-8015 [phone] ◀

## Furniture & Household Appliance Contracts



The Statewide Contracts for Chairs, Tables and Caddies, Contract Numbers 404013 and 014, T-Number 90319, have been renewed for the period 5/1/00 through 4/30/01.

The Household Appliance Statewide Contracts, Numbers 404184-187, T-Number 90825, for dishwashers, microwaves, freezers, refrigerators, ranges, etc. have been awarded and are effective 2/1/00 through 1/31/01.

Questions concerning these contracts may be directed to John Collins, e-mail jcollin@doa.state.la.us or phone (225) 342-8031. ◀

## Outboard Motor Contracts ~ New & Improved ~ T-No. 90302



The Outboard Motor Contracts have been awarded and are effective March 1st. After consulting with our end users, we implemented their suggestions to produce improved contracts which will better meet their needs.

What changed?

- We expanded the product line-up to include both counter rotation and jet powered outboard motors.
- The new fuel injection technology is now available on the Mercury and Evinrude contracts, while the Johnson motors still use carburetor technology.
- We removed the propellers, gas tanks, and cables/controls from the standard outboard motor configuration (unless otherwise specified in the item description). These options may now be purchased separately on an as-needed basis. The manufacturer's full line of propellers is now available under a price list discount structure. You select the particular propeller (material, diameter, pitch) and accessories you need to best meet your application. No more stockpiles of unwanted propellers, gas tanks, etc.

The contract numbers are:

- **Mercury Outboard Motors - Contract 404266**
- **Evinrude Outboard Motors - Contract 404269**
- **Johnson Outboard Motors - Contract 404267**

For important ordering instructions, ISIS agencies may review the "KNTE" screen.

- Contract Administrator:  
Jim Murphy, CPPB, State Purchasing Officer  
Bobby Mashon, Office Coordinator  
bmashon@doa.state.la.us [e-mail]  
(225) 342-8014 [phone] ◀

**Master Terms & Conditions  
Agreements**

The State Purchasing Office has negotiated master terms and conditions agreements with the following vendors:

- **Unisys Corporation - Contract No. 205-20-03**
- **Oracle Corporation - Contract No. 205-20-04**
- **Computer Associates International - Contract No. 205-20-09**
- **International Business Machines (IBM) - Contract No. 205-20-01**
- **Peoplesoft - Contract No. 205-20-08**
- **SCT Corporation - Contract 205-20-06**

In addition, Volume Pricing Agreements are available for Microsoft and Novell products. Information concerning these two agreements is available on the State Purchasing website.

If you have any questions concerning these agreements, please contact Patti Wallace by e-mail to [pwallac@doa.state.la.us](mailto:pwallac@doa.state.la.us) or phone (225) 342-8025. ◀

**Consumer Apparel Safety Items (CASI)  
Product Commodity Code Changes  
Contract No. 403221, T-No. 91988**

Certain product commodity codes have changed in the CASI Contract (in ISIS, when using COMM, CDES and CAWD).

If you need help locating products on this contract, contact CASI Inc., Denham Springs, LA at Tel: (225) 664-2713, or contact Scott Underwood – e-mail [sunderw@doa.state.la.us](mailto:sunderw@doa.state.la.us) or call (225) 342-8036. ◀

**Ice Cream Contract to be  
Established . . .**

A competitive statewide contract for ice cream, sherbet and novelties is in the process of being established for a twelve (12) month period.

You may contact Betty Chustz to request item additions or for additional information, e-mail [bchustz@doa.state.la.us](mailto:bchustz@doa.state.la.us) or phone (225) 342-8023. ◀

**Paper Contracts  
T-No. 90634**

The new Office & Print Shop Paper Contracts are effective 3/1/00.

- **Unisource – Contract No. 404284**
- **A to Z Paper Co., Inc. – Contract No. 404285**

Letter size copy paper was awarded to Unisource (line no. 3) at a price of \$4.20/M, which reflects a 15.4% increase over the last contract price.

These contracts may be viewed in AGPS or on our website. ◀

***Discontinued State Contracts***

The brand name state contracts listed below will be allowed to expire without action based on low demand and sales. User agencies may select alternative brands from existing contracts.

<u>Contract Title</u>	<u>Contract#</u>	<u>Expiration Date</u>
UNX Laundry Chemicals	402786	02/29/00
Pride Janitorial Chemicals	402904	02/18/00
DDS Multi-rate DSU/CSUs	403412	03/31/00
PML B. N. Culture Media	403768	01/31/00 ◀

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**Vendor Actions**

**Food Systems of LA, Inc., Baton Rouge, LA (Vendor No. 720835256-00)** has been **reinstated** to conduct business with state agencies.

**Vendors temporarily suspended** from conducting business with state agencies for failure to pay accessed surcharges are:

- **Bayou State Industrial Supply, Inc., Kenner, LA - Vendor No. 721207210-00**
- **Global Equipment Company, Suwanee, GA - Vendor No. 112005531-03**
- **King Camera, New York, NY - Vendor No. 133460114-00**

**Note:** Vendor numbers will be reactivated in AGPS if payment is received. ◀

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# State Travel Info



## Notice: Transaction Fee Charged for Airline Tickets . . .



Effective January 3, 2000, state travelers are required to pay a transaction fee of \$8 per trip when purchasing airline tickets. If it becomes necessary for the traveler to require a refund, both the airline ticket and the transaction fee refund must be requested from the state travel agency that issued the ticket.

Some travelers are pursuing refunds directly from the airlines. The airlines will not refund the transaction fee as this charge was collected by the travel agency. The travel agency can only request a refund of the transaction fee when being submitted with airline ticket.

Please follow these guidelines to ensure proper refund of all charges.

**Streamlining . . .** As we enter into the 21st Century, we must adhere to a world centered around electronic media. The State Travel Office, like many departments, is looking for ways to cut costs and meet tight budget demands. We have offered a Travel website home page for two years, and it has proven to be successful.

Therefore, in an effort to support e-commerce, become paperless, **and deal with budgetary restrictions**, our office will only be able to print a limited number of Travel Guides for the fiscal year 2000/2001. We will ensure all departments receive an allotted amount and also will be supplying an ample amount of pocket guides. We are asking for agency support by promoting our website at **[www.state.la.us/osp/osp.htm](http://www.state.la.us/osp/osp.htm)**. At this site, travelers will find the entire Travel Guide, as well as other informative travel information.

**Travel Statistics . . .** The average business traveler will spend 3 years in flight, 2 years traveling to and from airports, 28 months waiting for scheduled flights, 11 months waiting for connecting flights, 3 months searching for a parking space!

- Jimmie Sanders , State Travel Office  
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## Need Assistance? Call "Team Support" !

If you need assistance with state contracts or general information, our Support Staff is standing by and ready to assist you. While you may always contact the Purchasing Officers, their knowledgeable support staff may be easier to reach for that fast answer you're looking for.

"TEAM SUPPORT" members are:

### Team 1 (Medical & Operating Services)

- Paulett Jackson  
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Tel: (225) 342-8040
- Lois Daigne  
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### Team 2 (Hi-Tech & Construction)

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- Pamela Allen  
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### Team 3 (Office Products & Printing)

- Marie Russell  
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Tel: (225) 342-8046
- Marita Woodruff  
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### Team 4 (Durable Goods & Food)

- Bobby Mashon  
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### Team 5 (Special Projects)

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## Quotables

**"A man is known by the company he organizes."  
-Ambrose Pierce**

**"In getting along with others, 98% depends  
on our behavior with others." -Unknown**

**"Assets make things possible. People make  
things happen." -Unknown**

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## What is your E-Mail Address?

### Which Word-Processing Software Do You Use?

State Purchasing is in the process of gathering e-mail addresses for all state agencies' procurement staff. These addresses will be used to e-mail important news to state agencies from State Purchasing and to foster more effective, timely communications.

When e-mailing information, we may also include attachments. To assure the usefulness of this process, please send your purchasing department e-mail addresses, and identify the word-processing software you use - to: **ceidson@doa.state.la.us**

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Your comments, questions and suggestions are welcome!

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